



PETITION FOR MINOR/MAJOR VOLUNTARY ANNEXATION

City of Maitland
1776 Independence Lane
Maitland, Florida 32751
407-539-6212

Please indicate Minor or Major Annexation with check mark in appropriate box.

- Minor Annexation (up to ½ acre)
 Major Annexation (greater than ½ acre)

CONTENTS:

- 1) General Public Summary Information
- 2) Petition Form

VOLUNTARY ANNEXATION PROCEDURE

General Summary

The following is a guide designed to assist those persons who wish to annex into the corporate limits of Maitland. As such, it does not assure any approvals.

1. Specific details of the requirements for the annexation process are found in Chapter 7.5 of the Maitland City Code. A copy of this section is available for purchase at City Hall or may be obtained on the internet at www.itsmymaitland.com.
2. Submit a written application and supplementary materials to the Community Development Department, as required by Section 7.5, by noon at least forty (40) days prior to the first Thursday of the month in which the Planning and Zoning Commission¹ meeting will be held. Copies of the application are available at City Hall or via the internet at www.itsmymaitland.com.
3. Fee payments are due at the time application is made. Fees for annexation requests are as follows: \$500 + \$300 for advertising + postage cost per mailing item. Likewise, all required legal advertisements for the application shall be the responsibility of the applicant. No application will be reviewed for sufficiency unless accompanied by a fee payment. Fees are not refundable, other than for unused postage costs.
4. Include a copy of the current deed for each parcel requested for annexation.
5. The Community Development Department will review the application within five (5) days of submittal. If any changes or additional information is required, the applicant will have five (5) days to provide the requested materials. If the application is not completed, it will be rejected. The applicant will forfeit the application fee and the application will not be processed.
6. A Planning and Zoning Commission public hearing will be held the first Thursday of the month, after required notice and advertisement. Attend in person or by representative agent.

¹ The Planning and Zoning Commission of the City of Maitland, Florida, also sits as the Local Planning Agency and the Land Development Regulation Commission.

7. Following the public hearing, the Development Review Committee will meet and formulate a recommendation to the Planning and Zoning Commission. The applicant may attend in person or by agent or representative.
8. In no less than sixty (60) days of the public hearing date, the Planning and Zoning Commission will make its recommendations to City Council.
9. Following the Planning and Zoning Commission recommendation, City Council will hold a public meeting to consider the recommendations of the Planning and Zoning Commission and the Development Review Committee. City Council may elect to introduce an ordinance to annex the subject property and set a public hearing date for the proposed ordinance.
10. Following the first reading, City Council will hold a public hearing for adoption of an ordinance effecting the annexation. The public hearing and notices shall be consistent with the requirements of the Florida Statutes.

Please Note: Once a hearing is scheduled and advertised, the deadline for cancellation is no later than five (5) working days prior to the hearing. There is a \$50 fee in addition to postage cost for each mailing item, as well as payment for the hearing cancellation notice in the newspaper and for re-advertising the hearing at a later date.

Petition Number _____
(office use only)



City of Maitland
1776 Independence Lane
Maitland, Florida 32751

PETITION FOR MINOR/MAJOR VOLUNTARY ANNEXATION

Minor Annexation up to 1/2 acre - Major Annexation greater than 1/2 acre

PART I. APPLICANT INFORMATION (Part I to be submitted in triplicate.)

Please check box to indicate those who should receive all correspondence relating to this petition.

1. APPLICANT'S NAME _____

Address _____

Telephone No. (____) _____ Fax No. (____) _____

E-mail Address _____

(If more than one applicant, please attach list and signatures.)

2. CURRENT PROPERTY OWNER'S NAME(S) _____

Address _____

Telephone No. (____) _____ Fax No. (____) _____

E-mail Address _____

(Provide for each owner of real property that is proposed to be annexed; please attach list and signatures.)

Property Owner's Signature

Date

Notary

Date

Commission Expires

3. AGENT'S NAME _____

Address _____

Telephone No. (____) _____ Fax No. (____) _____

E-mail Address _____

(If more than one agent, please attach list.)

4. Gross Acreage _____ Net Acreage _____ Parcel I.D. _____

Existing Use _____ Proposed Use _____

5. Indicate proposed zoning district(s) for subject property(ies) _____

6. APPLICATION CERTIFICATION:

I hereby petition the City of Maitland, Florida to annex the subject property(ies), as legally described herein, into the municipal boundaries of the City of Maitland.

I certify that, to the best of my knowledge, the submitted information and statements are true and correct.

I have received and read the Public Summary Information, which outlines the Voluntary Annexation procedure.

(Attach signatures as required.)

Applicant's Signature

Date

PART II. REQUIRED ANNEXATION INFORMATION**1. FEES.** (Payment required upon application submission)

\$500 plus postage per mailing item.

\$300 for advertisement costs for Board reviews. If additional fees exceeding \$300 are incurred, the applicant will be billed under separate cover.

2. LIST OF PROPERTY OWNERS. If specific property is involved, a list of the names and mailing addresses of all property owners of real property within five hundred (500) feet of outer perimeter of property proposed for annexation, taken from most recent tax rolls in Orange or Seminole Counties, shall be submitted. The five hundred feet distance shall be measured by a straight line from the point of the boundary of the subject property nearest to the point of the boundary of any property within five hundred (500) feet thereof.**3. AUTHORIZATIONS.** The name, address and telephone number of any agent who is authorized to represent the owner(s) of parcels of real property proposed to be annexed in any City review proceeding. If the agent is other than the property owner(s), the agent shall provide a notarized letter of authorization from the property owner(s).

PART III. SUPPLEMENTAL INFORMATION. Submit two sets of all plans and supplemental materials until application has been deemed sufficient. When sufficient, all supplemental information shall be submitted in sets of twenty-two (22) copies. All plans submitted must be in sets of **12 full-size** and **10 half-sheet** sets.

1. VICINITY MAP showing:

- The location of the proposed annexation;
- Relationships to surrounding streets;
- Existing zoning and land use on the site and surrounding areas (within 500 feet); and
- An arrow indicating north and scale.

2. SURVEY/LEGAL DESCRIPTION. A boundary survey and legal description for each parcel of property, subject to the petition but owned by separate and distinct persons, corporations, partnerships or other legal entities and prepared by a surveyor registered by the state of Florida under a surveyor's seal and certified to the City.**3. COPY OF DEED.** A copy of a deed showing title to be vested in the name of the property owner listed on the petition form. If ownership of any part of or all of the real property subject to the petition for annexation shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.**4. ANALYSIS.**

- a. An analysis of the degree of consistency of the proposed annexation with the City's Comprehensive Development Plan.
- b. An analysis regarding compatibility of the development and proposed development (of the land proposed for annexation) with surrounding neighborhoods and land uses.
- c. An analysis determining if the annexation request is consistent with Florida Statutes for annexations.

PART III. SUPPLEMENTAL INFORMATION (Continued)

- d. An analysis of the fiscal impact of the proposed annexation on the City's finances.
 - e. An analysis of the impact of any existing development and proposed development of real property subject to the petition on all levels of service, including data to illustrate that all adopted levels of service affecting the property are met or, if any service levels are not met, including maps of existing and proposed major sewer and water lines and storm water outfalls and the proposed extensions of these systems necessitated by the annexation. Data shall include, but not be limited to, traffic, storm water drainage, water, sewer, and parks and shall be in a format acceptable to the Community Development Director.
 - f. An analysis of the impact of any existing development and proposed development on the real property on significant environmental, historical, or natural resource areas within the City.
 - g. An analysis of the City's ability to provide adequate public services to the land proposed for annexation (e.g., police, fire, garbage, etc.).
5. **COPY OF TITLE POLICY.** A copy of the owner's title policy or a title opinion by a member of Florida Bar for proof of ownership of the subject property(ies).

For Major Annexation Only:

6. **STATEMENT OF BENEFIT.** General description of the proposed annexation, explaining why the annexation is appropriate or beneficial to the City, its residents and the owner(s) of parcels of real property subject to the petition.
7. **PHASING PLAN.** Estimated timetable and method of financing for each public facility improvement necessitated by the proposed annexation.

NOTE: Any desire to amend or withdraw application must be submitted in writing to the Community Development Department.

If ownership of any part of or all of the real property, subject to the petition, shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

All owners of real property, subject to the petition, shall be required to execute the petition under oath taken or administered before a notary public and each such owner shall attest to the truth of the statements on the petition or that to the best of said owner's knowledge and belief the statements on the petition are true and correct. Petitions executed under corporate property shall be executed under corporate seal and by an authorized vice-president or superior corporate office. Petitions executed by a partnership shall be executed by an authorized general partner.

MINOR/MAJOR VOLUNTARY ANNEXATION APPLICATION PROCESS

